

**Intermediary Service Organizations
Meeting Agenda**
Thursday- January 18, 2007

I. Welcome/Introductions

II. Overview of Consumer-Directed Care

III. Overview/Discussion of Issues

- Role of Intermediary Service Organizations (ISO)
- Usage of ISO
- ISO Model
- Billing
- Other

IV. Timelines/Goals/Objectives

V. Future Meeting Dates

VI. Responsibilities for Next Meeting

VII. Adjournment

Consumer Directed Care Intermediary Service Organizations Sub-Group

Date of Meeting: 1/18/2007

Minutes Prepared By: Pam McGarry

1. Purpose of Meeting

- Member Introductions
- Overview of Consumer Directed Care
- Discussion Topics for Consideration
- Define Goals and Objectives for Sub-Group
- Identify Items Needing Further Research
- Define Meeting Framework

2. Attendance at Meeting

Name	Company
Alan Schafer, Lead	AHCCCS LTC Manager
Pat Spencer	AHCCCS
Susan Murphy	Pinal/Gile Long Term Care
April Charpoit	Member/Consumer Advocate
Mike Derryberry	Consumer (teleconferenced in)
Pam McGarry	Pinal/Gila Long Term Care
Absent: Chuck Dow, Evercare; Robin Gwozdz, Pima Health Systems; Phil Putnam, Horizon Home Care	

3. Meeting Notes, Decisions, Issues

- Alan provided a brief overview of the CDC model, the structure of the 6 sub-groups, and an overview of AHCCCS awarding the CDC development project to Pinal/Gila Long Term Care. Alan also educated members on what a Fiscal Intermediary (FI) is, the different models or types of FIs, and review the role of the FI:
 - Responsible for getting all necessary paperwork signed and in place for member and caregiver to establish the employee-employer relationship
 - Assists consumer is obtaining tax ID number and handles all taxes being taken out of the home-based worker's (HBW) pay.
 - Processes timesheets and pays HBWs.The issue of how the FIs monitor the monies and what their reporting responsibilities are to the Program Contractors was raised. The question of how the information from the FI is turned into encounter needs to be answered. Alan described the pay equalization process used by DES for agency workers versus independent contractors. Alan suggested that the Attendant Care sub-group look more closely at this issue
- The topic of the consumer's obligation regarding the IRS was discussed, specifically, whether consumers would have to file a Schedule C and if the monies budgeted for CDC participants would be viewed as income. Other questions involved handling Workman's

Comp and whether health insurance would be made available to the HBWs. Pat asked if the monies would affect the consumer's ALTCS eligibility. She agreed to look into this and April also volunteered to research this issue. Alan suggested looking up research done by Susan Flanagan. Alan passed out an article from the U.S. Department of Health & Human Services entitled "Addressing Liability Issues . . ." and asked that this be sent to all sub-group members. Pam agreed to do this.

- Alan spoke about Intermediary Service Organizations (ISO), which can have broader responsibilities than the FI. ISOs can also maintain a registry of qualified caregivers, complete background checks, and offer training to the caregiver and member.
- Alan stated he has met with the FI for DES, Public Partnership, and has a meeting arranged with a group from Montana. The goal is to obtain information about how these groups are structured and what their processes are.
- Meeting Structure/Format - It was agreed that meetings will continue to be held monthly at AHCCCS, with the next meeting scheduled for 2/15/2007 from 11:00 am to 1:00 pm.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Research tax obligations, effect of CDC participation on eligibility, Workman's Comp	Pat Spencer & April Charpoit	2/15/2007	In Progress
Met with and obtain information from the Montana FI	Alan Schafer & Pat Spencer	2/15/2007	In Progress
Talk to Director Rogers about health insurance for HBW	Alan Schafer	2/15/2007	In Progress
Distribute articles to all subgroups and see that all ISO members received packet of information prior to next meeting, along with minutes and agenda for next meeting	Pam McGarry	2/15/2007	In Progress

5. Next Meeting

<i>Date:</i>	<i>Thursday, 2/15/2007</i>	<i>Time:</i>	<i>11:00 AM</i>	<i>Location:</i>	<i>AHCCCS Office, Phoenix</i>
--------------	----------------------------	--------------	-----------------	------------------	-------------------------------